

Report of the FTCP Conference Call of September 15, 2004

I. Agenda for the Call

1. Roll Call of Sites/Agents
2. Opening Remarks by Mr. Schepens, FTCP Chair
3. Update on FTCP Manual/Annual Plan Actions/DNFSB Commitments
 - a. Status of DNFSB Recommendation 2004-1– Led by Mr. Evans
 - b. Status of NNSA Facility Representative Staffing Analysis Review – Led by Mr. Hoag
 - c. Status of Activities to Develop a Standardized Workforce Analysis and Staffing Process – Led by Mr. Swailes and Mr. Arango
 - d. Status of Initial SSO Program Assessments – Led by Mr. Swailes
 - e. Status of Activities Underway to Prepare an Action Plan that Identifies Specific Action to Pursue that will Enhance the Capability and Qualifications of DOE Authorization Basis Personnel (Action 4.1) – Led by Ms. Flannery and Ms. Olinger
 - f. Status of Activities to Develop the FY 05 FTCP Annual Plan - Led by Mr. Swailes
 - g. Status of Activities to Develop the FY 04 FTCP Report to the Secretary - Led by Ms. Coleman
4. New Business, Concerns, or Issues
5. Summary of Conference Call and Review of Action Items
6. Next Conference Call – October 20, 2004, 10:00 to 11:00 EST, call-in number 202.287.1076 and Reservation # 105065

Results and Report of the Call

1. Roll Call:
 - a. The following sites were represented – EM Carlsbad, Ohio, ORP, and Richland Savannah River Operations Office; SC Oak Ridge; NNSA Livermore and Nevada; NE Idaho; Los Alamos, NNSA Service Center, Pantex, Sandia, Savannah River, and Y-12; and HQ DR, EM, EH, NNSA; ME, and DNFSB.
 - b. The following sites were not represented – EM Rocky Flats.
2. Opening Remarks: Mr. West, Executive Secretary, initiated the call and asked for opening comments from agents.
3. Update on FTCP Manual/Annual Plan Actions/DNFSB Commitments:
 - a. Status of DNFSB Recommendation 2004-1
Mr. Evans stated that the Implementation Plan (IP) for Board Recommendation 2004-1 is due to the Board November 8, 2004. The 2004-1 IP will include at least two FTCP actions dealing with developing a standardized staffing analysis methodology and ensuring the TQP is being aggressively implemented through out the Department of Energy.

Mr. Evans stated a Red Team comprised of senior contractor and federal DOE personnel reviewed the current draft 2004-1 IP. The Red Team concluded the 2004-1 IP should focus on large scale strategic technical capability commitments vice short term commitments.

Action: Mr. Evans will send out an updated version of the draft 2004-1 IP.

b. Status of NNSA Facility Representative Staffing Analysis Review

Mr. Hoag stated the NNSA FR staffing analysis template has been completed. A brief to the NNSA leadership coalition is planned to obtain their feedback before being officially approved and provided to NNSA site offices for implementation. The analysis review process has been coordinated with the DNFSB staff and focuses hazard rankings, types and significance of hazards.

c. Status of Activities to Develop a Standardized Workforce Analysis and Staffing Process

Mr. Swailes stated the rough draft of the process focuses on critical TQP needs and a memo has been drafted and provided for Roy Schepens', the FTCP Chair, signature. The due date for completion of this task is December 2004.

Mr. Swailes also stated the SSO process has kept pace with the newly updated and approved FR process and that the same will be completed for the STSM and AB processes.

d. Status of Activities to Implement Safety System Oversight (SSO) (Action 2.5, Begin Initial Assessments of SSO Program)

Several of the assessments have been completed: SRS, ORP, and RL. Assessments scheduled are: ID. The results of the assessments will be posted on the FTCP web site 20 September 2004.

Due to the projected site/office closure dates, Rocky Flats and Ohio (Mound) assessments have not taken place per Mr. Bill Taylor.

Action: Mr. Swailes is working on a memo for the FTCP Chair to address this situation.

e. Overview of Activities Underway to Prepare an Action Plan that Identifies Specific Action to Pursue that will Enhance the Capability and Qualifications of DOE Authorization Basis Personnel (Action 4.1)

Mr. Morrow stated a conference call is scheduled with the three sub teams for 16 September 2004. He will provide additional information on the call. Call for any other New Business, Concerns, or Issues

f. Status of Activities to Develop the FY 05 Annual Plan

Mr. Swailes gave a brief overview of what the team drafted and provided an e-copy prior to today's call for agent review and comment by 17 September 2004. The actions were briefly reviewed and there is a 2004-1 IP theme through out the draft.

g. Development of FY2005 FTCP Report to the Secretary

Mr. Swailes stated Ms. Coleman has obtained some input from agents and will provide a draft for review and comment upon her return to the office 20 September 2004.

4. New Business Concerns and Issues
 - a. The Face-to-Face meeting is scheduled for 16 November 2004 from 8 am – 5 pm Forrestal room 5E-081. Agents requested a briefing from OECM on the status of PMCDP and agreed to have their staffing analysis completed in order to work through issue at the meeting.
5. Summary of Conference Call and Review of Action Items
 - a. Next Conference Call – October 20, 2004, 10:00 to 11:00 EST, call-in number (202) 287-1076 [reservation number 105065]

